

JOB OPPORTUNITY



California State Auditor
Bureau of State Audits

EXECUTIVE SECRETARY II Retired Annuitant (24-32 hours per week / 18-24 month duration)

Salary Range: \$3,288 - \$3,996

Duties: Under the general direction of a Senior Auditor, the Executive Secretary II assists in a variety of administrative tasks related to the implementation of Proposition 11. Duties include, but are not limited to:

- Answering phone calls on Proposition 11 hotline, as the first point of contact, related to Proposition 11 items.
- Attending weekly meetings, taking meeting minutes, transcribing and distributing minutes to team members.
- Organizing and maintaining a comprehensive correspondence binder related to Proposition 11.
- Scheduling Proposition 11 meetings with various legal offices, coordinating with the bureau's Chief Legal Counsel and/or legal staff to ensure that a bureau representative is with contracted personnel at all meetings.
- Handling Proposition 11 written suggestions received from e-mail, website, or mail; distributing comments with members of the Proposition 11 team; maintaining a binder of comments.
- Responding to e-mail inquiries, maintaining e-mail contact information, and using group e-mail distribution lists to provide new information as it is posted.
- Coordinating all aspects of Proposition 11 hearings including scheduling of hearing dates, obtaining meeting space and duties related to payment/usage of the facilities, arranging special accommodations when necessary, attending hearings, ensuring facility set-up and equipment is conducive to team and participants.
- Making travel arrangements and preparing travel-related documents for Proposition 11 team members.
- Assisting the Chief of Public Affairs with administrative work related to Proposition 11 outreach and public relations items.
- Assisting members of the Proposition 11 team with creating and maintaining timelines and a master calendar.

Desired Qualifications

- Strong organizational and communication skills.
- Ability to work independently and in a team environment.
- Ability to handle multiple tasks and prioritize work.
- Possess excellent attendance and punctuality record. (Must be dependable and reliable).
- Knowledge of Windows-based Microsoft Word, Excel, Access, and PowerPoint.
- Ability to communicate and work effectively with all levels of the organization, legislative staff, and the public.
- Ability to work with priorities/deadlines that are subject to frequent change and ability to work under pressure.

Location

Bureau of State Audits
555 Capitol Mall, Suite 300
Sacramento, California 95814

Contact

Lynne Gaal
(916) 445-0255

Final Filing Date: Until Filled

Selection Process

All applications will be subject to screening and only those applicants appearing most qualified will be interviewed. Those selected for an interview may be required to pass a typing and grammar test. Professional references may be requested of the applicants selected for interview.

Applicants from incumbents in comparable classifications will be considered. The appointment will be made in accordance with SROA policies and rules.

Upon appointment, all employees of the bureau are subject to being fingerprinted and having a background check conducted.

EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, RELIGIOUS CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARTIAL STATUS, DISABILITY, POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.